

~~Administrative - Internal Use Only~~

12 MAY 1975

MEMORANDUM FOR: Chief, Policy and Plans Group

SUBJECT : A&TD Monthly Report Submission - April 1975

PERSONNEL BRANCH

1. The DDA Personnel Management Handbook was received and distributed within the Office down to the Branch level. OS supplements to the first five sections of the Handbook have been approved by the Career Board and will be forwarded to the Director of Security for his approval within the next few days.

25X1A

3. Vacancy notices were prepared and published on ten professional and three clerical positions during the month. We received 42 professional and 15 clerical responses to these notices.

LOGISTICS BRANCH

1. The annual consolidated property memorandum receipts were prepared during April and forwarded to Headquarters responsible officers for verification by physical inventory.

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2. The OS Headquarters Property Account #916 Annual Dollar Value Report was forwarded to the Office of Finance in accordance with [REDACTED] Memoranda of reminder for this reporting requirement were sent to all field offices. Total dollar value reported was [REDACTED] exclusive of that carried on accounts of the field offices, Technical Security Division, and ITC.

BUDGET & FISCAL BRANCH

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1. All members of the Branch received SI, TK, and [REDACTED] approvals after appropriate briefing by SSC. These approvals are required as a result of decentralization of responsibility to the Branch for inputting OS data into and accessing data from the Financial Resources System (FRS).

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2. The annual Office of Finance Conference held at [REDACTED] 23-25 April was attended by [REDACTED]. Of particular interest was a presentation of the new computerized general accounting system scheduled for implementation in FY 1976.

[REDACTED]  
Chief, Administration and  
Training Division

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